**Additional Payment/Deduction - Create** 

**PA30** 

**Purpose** Use this procedure to create an Additional Payment, or a one-time deduction

for an employee.

**Trigger** Perform this procedure when an employee is to receive an additional

payment or needs to have a deduction taken out for only one pay period.

Prerequisites None.

End User Roles In order to perform this transaction you must be assigned the following role:

Payroll Processor

Change History				
Date	Change Description			
3/30/2012	User procedure created			
Menu Path	Human Resources → Personnel Management → Administration → HR Master Data → Maintain			
Transaction Code	PA30			
Helpful Hints	None.			



The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

Message Type	Description		
Error	Example: Make an entry in all required fields.  Action: Fix the problem(s) and then click (Enter) to validate and proceed.		
Warning !	Example: Record valid from xx/xx/xxxx to 12/31/9999 delimited at end.  Action: If an action is required, perform the action. Otherwise, click  (Enter) to validate and proceed.		
Confirmation or or	Example: Save your entries.  Action: Perform the required action to proceed.		

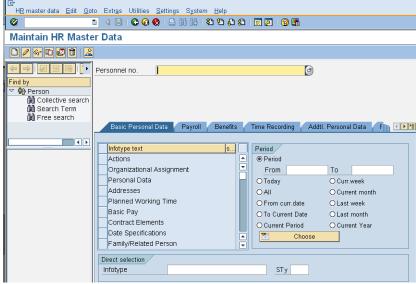


## Scenario

An employee is eligible for a Commute Trip Reduction (CTR) reimbursement. Create the reimbursement using the *Additional Payments* (0015) infotype.

## **Procedure**

1. Start the transaction using the above menu path or transaction code **PA30**.

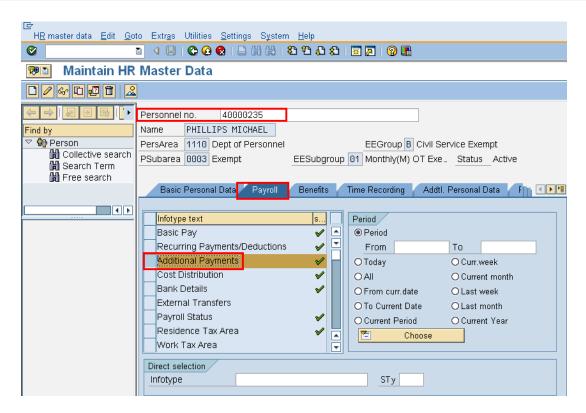


2. Complete the following fields:

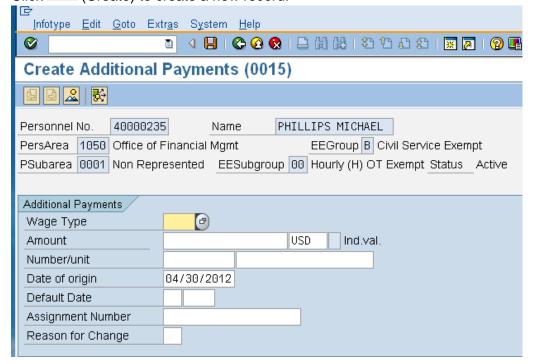
R=Required Entry O=Optional Entry C=Conditional Entry					
Field Name R/O/C Description					
Personnel no. R The employee's unique identifying number. <b>Example</b> : 40000235					

- Click (Enter) to validate the information.
- 4. Click the Payroll tab to select.
- 5. Click the box to the left of Additional Payments to select.



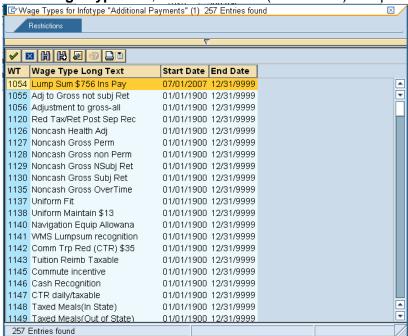


6. Click (Create) to create a new record.





7. In the **Wage Type** field, click on the (Matchcode) to open selection list.

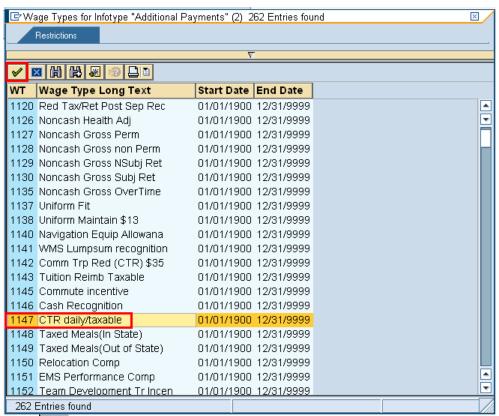


8. Use the scroll bar on the *Wage Type for Infotype "Additional Payments"* to select correct Wage Type.



Tip: If you know the wage type number, you can key it into the Wage Type field.

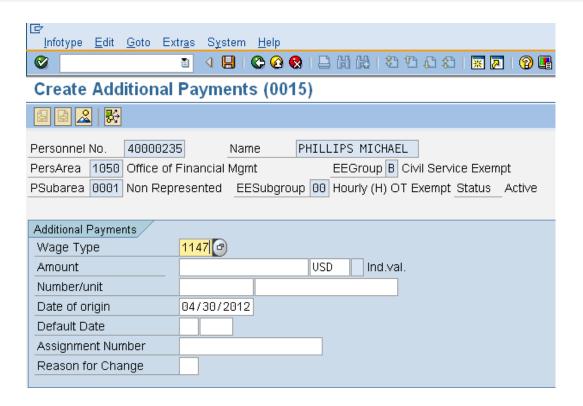




Click (Copy) to return back to the Create Additional Payments (0015)



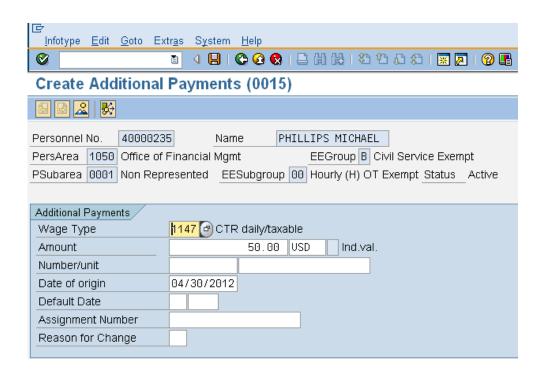
9.



## 10. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry				
Field Name	R/O/C	Description		
Amount	R	Enter the amount of the overpayment.		
		Example: 50		
Date of Origin	R	Enter a date within the pay period the deduction is to begin.		
		Example: 4/30/2012		





- 11. Click (Enter) to validate entries.
- 12. Click (Save) to save entries.
- 13. Run the **Payroll Simulation** to verify the reimbursement.

## **Results**

You have successfully created an Additional Payment/Deduction.

